



## AGENDA

### **Scientist Mentoring & Diversity Program for Medical Technology (SMDP MedTech)** Outreach & Planning Committee

#### Conference Call

Tuesday, June 25<sup>th</sup>, 2013

2:00PM Eastern / 11:00 AM Pacific

Conference Line: 712 775-7100

Access Code: 1071934#

#### Agenda

- Welcome and introductions
- Action Items from last meeting
- Scholar/Mentor recruitment
- 2013 SMDP MedTech Planning and Logistics
  - Scholar recruitment (due date: 7/15)
  - Scholar selection committee (due date: 7/23)
  - Mentor recruitment (due date: 8/16)
  - Speaker selection (due date: 8/16)
  - Host Hotel for the SMDP MedTech Scholars (Due date: 7/12)
  - Secure a meeting venue for the SMDP MedTech training session, Sept. 22-23 (Due date: (Due date: 7/12))
  - Speakers for the training session, Sept. 22-23
- “Celebration of Mentoring & Diversity in MedTech Reception” on Sat. Sept. 21, 2013
  - Identify a reception venue (due date: 7/12)
  - Select a keynote for the reception (due date: 7/12)
  - Confirm all sponsor /speakers for the reception (8/13)
  - Guest invitations (due date: 8/16)
- Sponsorship update
- Other/Action items

Please plan on an hour or less for this call.

Many thanks.

#### **Upcoming calls:**

Tuesday, Jul 16<sup>th</sup> at 2 PM Eastern / 11 AM Pacific

Tuesday, Aug 20<sup>th</sup> at 2 PM Eastern / 11 AM Pacific

Tuesday, Sept 10<sup>th</sup> at 2 PM Eastern / 11 AM Pacific

Tuesday, Oct 15<sup>th</sup> at 2 PM Eastern / 11 AM Pacific